



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR

20 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Billeting Fund Advisory Council

1. **Purpose:** Reference NGR 210-50, Paragraph 1-4. This memorandum provides command guidance regarding the Camp Roberts' Billeting Fund Advisory Council.
2. **Appointments:** The Adjutant General will appoint an Advisory Council. Membership will consist of the Deputy Commander, CSM, DPTMS, DPW, DOL, and HHD Readiness NCO. The DPCA (internal auditor) and Billeting Manager will be non-voting members.
3. **Meetings:** The Deputy Commander will convene the Billeting Fund Advisory Council in the Bldg 109 conference room on the final Thursday of every quarter at 1000. Stand-ins or proxies are not approved voters and are therefore not needed at meetings. Members may e-mail back votes and comments should they be unable to attend a meeting due to a TDY or other travel. These should be received prior to the meeting so that they may be read in the general session.
4. **Role of Council:** The council will be a non-governing council whose primary responsibility is making recommendations to the Post Commander/ Training Site Manager as to suggested procurements and local billeting policy. The council will be responsible for recommending budgets, reviewing regulations, recommending projects or improvements, and other miscellaneous guidance. Council members will not have any command influence over day-to-day operations as individuals. The Post Commander is the final approving authority for all recommendations derived by the Council members.
5. **Agendas:** The agenda will be published at least three days prior to the meeting when possible. Members should recommend topics to the Deputy Commander not later than a week prior to the meeting.
6. **Minutes:** Recommendations and other minutes will be recorded by the Billeting Manager, and forwarded to the Commander for review and approval.
7. **Special Votes:** From time to time special needs may arise. Requests for budget amendments and exceptions to policy may be e-mailed to council members for a special vote. These votes will be printed and retained in the record.

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8. **Fund Accountability.** The Billeting Manager will account for funds in accordance with NGR 210-50 and present a budget report to the council at each meeting. The DPCA will establish inspection procedures, conduct monthly reviews of the NAF account in accordance with NGR 210-50 (Paragraph 3-2), conduct annual assessments in accordance with Appendix B (Assessment and Management Controls) of NGR 210-50, maintain a file record of the reviews and assessments, and present findings to the Billeting Manager and the Post Commander/ Training Site Manager.

9. My telephone number is 805-238-8201.



JOHN F. SMITH
COL, FA
Commanding

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